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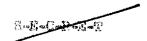
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DEFUTY DIRECTOR (SUPPORT) MEETING WITH THE

CHIEFS OF SUPPORT OF THE AREA DIVISIONS AND

SEESIOR STAFFS, CAPICE OF THE DEPUTY DIRECTOR (PLANS)

23 April 1557

- 1. The Deputy Director (Support) plans to hold periodic meetings with the Senior Administrative Officers of the major components of the Office of the Deputy Director (Plans), probably three or four times a year. The purpose of these meetings will be to discuss support problems of manual interest to the DD/S and DD/P components, and to keep the Support Chiefs of DD/P abreest of the current developments in the Agency.
- 2. The first of such meetings was held in the Conference Room of East Endlding at 1100 hours, 23 April 1957. The following subjects were brought up by Colonel White:

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COMPERUSICE

Officers' Conference who will be attending the Administrative Officers' Conference were concurred.

Any questions which may come to mind relative to the conference should be referred to

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6. ADMIRSTRATION CARRER SERVICE

Colored White cutlined his views on the Administration Career Service and his ideas for selecting and developing future A-type permaned. He supposed that the Senior Administrative Officers in their role as supervisors of technicians of all the Support Career Services should be the cream of the crop. They may be obtained from the outstanding officers of the other Support Career Services who have demonstrated general administrative ability, and the DA category personnel in the Classestime Services whose experience and career development indicate potential for promotion to GS-12 and assignment to the SA Career Board.

C. MAROVER UPILIZATION

Colonel White discussed the current problem facing the Agency with regard to manpower willisation and particularly the Director's expressed desire to not only hold the line but reduce the on-duty strongth. He feels that we can perform the same job with fewer people. Of course, one of the toughest jobs we have is eliminating the marginal particulars insenue as the big attrition rate is in the clerical and



work in the senior positions. The Support Chiefs not only have a responsibility to study manpower needs for their respective elements, but about also work toward giving guidence and exercising influence as the supposent officers in their respective components.

(ADMINISTRATIVE WORKLOAD)

The responses received to Book Dispatch Ho. 202 on the Reduction of Administrative Workload are very good. They clearly reveal that the small burden is in the small Station. Many Stations have criticized the sine of the Regulations as being too extensive and technical on matters and related to their work. It is recommized that brief Regulations in plain language are needed.

. PROCESSING SPECIAL CLAIMS

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Staffing of claims with emphasis on the importance of coming up with recommendations that will stick. Too many cases have been disapproved and appealed on the basis of additional information not revealed in the basis of additional information not revealed in the basis of support Chiefs about informally coordinate and obtain expression of opinions on all aspects of claims prior to reducing them to paper so that the files will not contain data supporting disapproval when approval is recommended.

ARCAPT REPLY TO CORRESPONDENCE FROM THE FIELD

A review of the Manthly Letters to the Director from the Field has revealed numerous communications on administrative matters which have not promptly ensured by Washington. Support Chiefs should haplement effective systems to insure that Field correspondence is bounded expeditiously and though the action may be required by one of the Support Offices of the DD/S, there should be regular follow-ups to insure that replies are prepared promptly.

E MEDICETON OF CARLE TRAFFIC

It has been noted that the volume of cable traffic is going higher and higher. Although a great proportion of cables are of an operational nature, there are still too many cables sent on minor administrative matters which could just as easily be handled by dispatch such as action on disposition of vehicles, questions relative to air conditioning units, personnel assignments, and technical logistical dates.

EDITIFICATION TO THE FIELD ON PERSONNEL REPLACEMENTS

We are still falling down and evidently do not have a workable



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system of insuring that Field Stations are notified in advance of replacements for personnel scheduled to return to Headquarters. Even though Career Service Boards have the responsibility of selecting personnel for overseas assignments, Support Chiefs should initiate action sufficiently sheed of time to advise Career Service Boards of replacement needs and urge them to act promptly in making selections.

i. PROMPT ACCOUNTING FOR ADVANCES

There is a continuing need for effective action to insure prompt accounting for advances made to projects and individuals. A recent report revealed that approximately forty per cent of all the cutstanding advances to projects are more than minety days overdue in rendering accountings. It is recognized that there is a delay in the reporting of overdue advances and the processing of accountings and regulate, in addition to the fact that many outstanding advances are a result of technical difficulties and not a failure to account. However, there continues to be a sufficient number of truly delinquent advances to remind the Support Chiefs that they must maintain current vigilance of all outstanding advances to obtain current accountings.

J. ACENDA TIME

All Support Chiefs are invited to submit to the Office of the Deputy Director (Support) any items that they would like to have reviewed and discussed at subsequent Support Chiefs' meetings.

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